



Department of Development Services – West Region  
JOB OPPORTUNITY  
OFFICE ASSISTANT  
Cheshire Regional Center – Cheshire

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral Transfers or Candidates on current EXAM List

**Job Title:** Office Assistant (80 hrs.)

**Location:** Individual and Family Division - Cheshire

**Job Posting No:** 0110117

**Hours:** 1<sup>st</sup> Shift: Monday-Friday 8:00am - 4:30pm; Regular Days Off Saturday, Sunday

**Salary:** \$1,521.42/bi-weekly

**Closing Date:** March 23, 2015

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Duties consistent with the Office Assistant job classification. This position will provide administrative support to the Individual and Family Support Program Manager and the IFS Division. This position will help organize the multifaceted job tasks of the division; maintain electronic databases ( Eligibility, Guardianship, Resource Teams, Help Line); enter and maintain the Management Information Report (MIR) data for the department's Business Plan; filing, typing, schedule meetings; order Cheshire building supplies; provide other clerical task for other supervisor within the building, Perform other related duties as needed.

**Knowledge, Skills and Abilities:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**General Experience:** Two (2) years' general clerical work experience.

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**Special Requirements:** Must be able to utilize and show proficiency in Microsoft Excel, Access, Power Point, and Word. Must have valid CT Driver's license, and be flexible to travel and meet the needs of the Division and individuals served by the Division.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application material will not be considered.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.